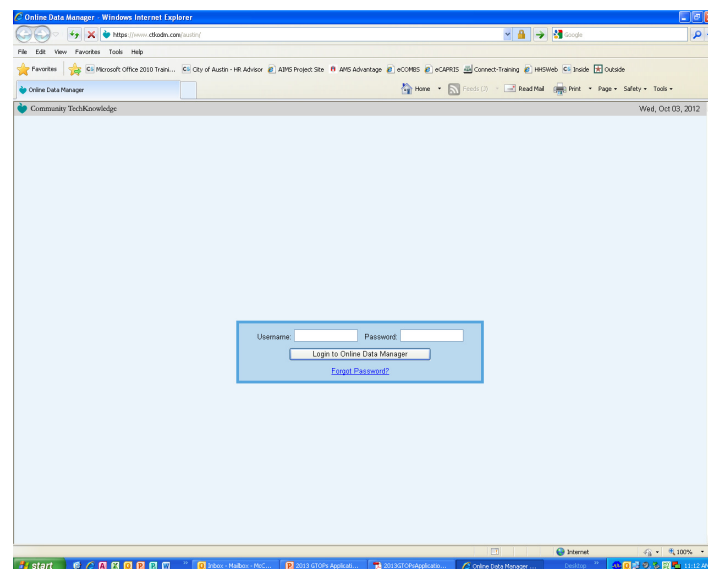


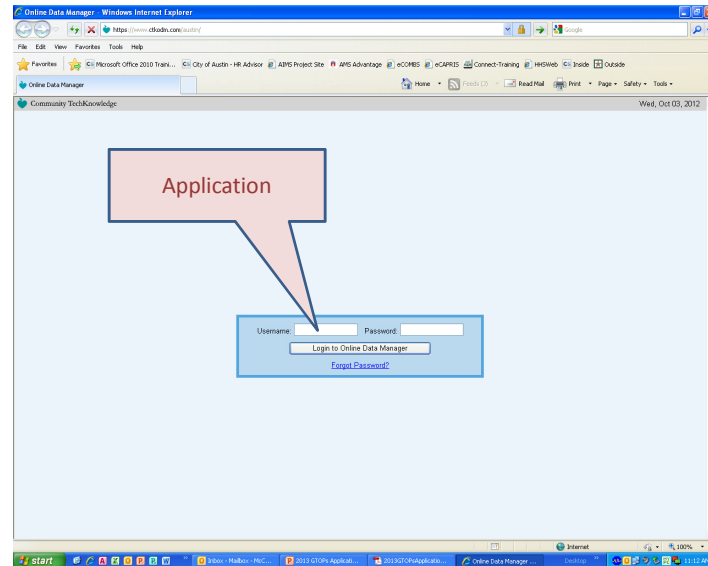
2013 GTOPs Application

<https://www.ckodm.com/austin>

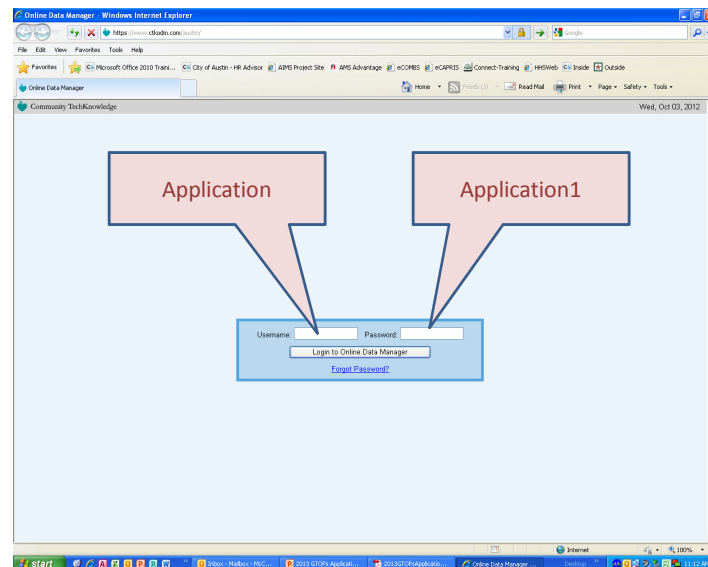
2013 GTOPs Application



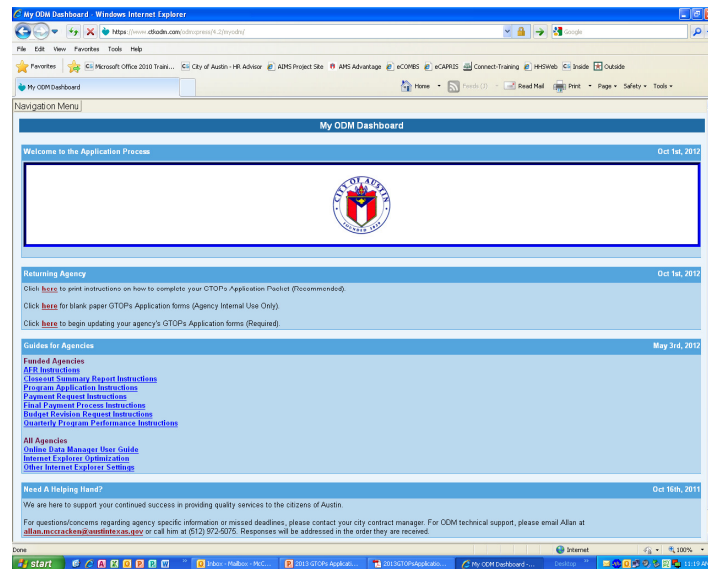
2013 GTOPs Application



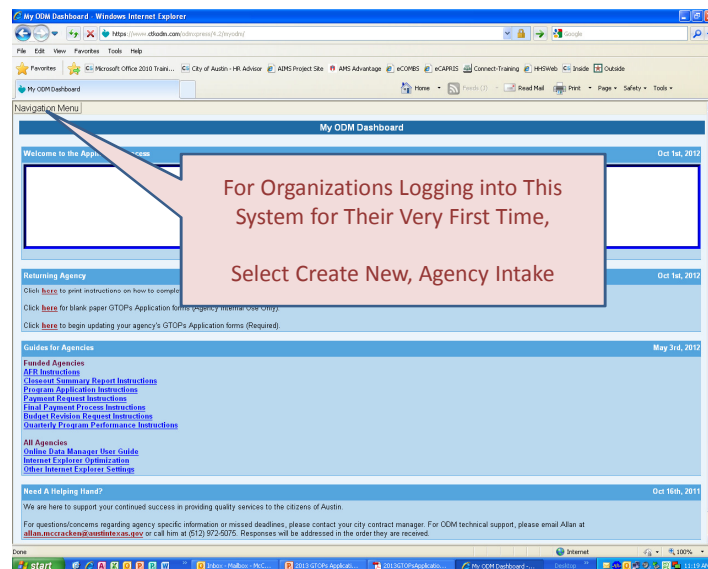
2013 GTOPs Application



2013 GTOPs Application



2013 GTOPs Application



2013 GTOPs Application

My ODM Dashboard

Welcome to the Agency Intake System

Returning Agency

Click [here](#) to print instructions on how to complete the application.

Click [here](#) for blank paper GTOPs Application forms (agency internal use only).

Click [here](#) to begin updating your agency's GTOPs Application forms (Required).

Guides for Agencies

Completed Agencies

AFR Instructions

Consent Summary Request Instructions

Program Application Instructions

Payment Request Instructions

Final Payment System Instructions

Budget Revision Request Instructions

Quarterly Program Performance Instructions

All Agencies

Online Data Manager User Guide

Internet Explorer Optimization

Other Internet Explorer Settings

Need A Helping Hand?

We are here to support your continued success in providing quality services to the citizens of Austin.

For questions/concerns regarding agency specific information or missed deadlines, please contact your city contract manager. For ODM technical support, please email Allan at allan.aaron@cityofaustin.org or call him at (512) 972-5075. Responses will be addressed in the order they are received.

2013 GTOPs Application

Agency Intake Duplicate Check Spell Check Print Email Cancel New Close

AFR Submission Status

Username (For Use With Application Tool)

Password (For Use With Application Tool)

Share latest AFR info with United Way Capital Area? ☐ Yes ☐ No

Agency Information

*Agency Legal Name

ALUG IDBA for Agency (enter only if different than legal name alone and as "Assumed Name Certificate" is provided to HHSID)

*Agency Street Address

*Agency City

*Agency State

*Agency Zip

*Agency Tax ID

Agency Website

City of Austin

2013 GTOPs Application

Agency Intake Duplicate Check Spell Check [Buttons]

AFR Submission Status

Username (For Use With Application Tool) [Field]

Password (For Use With Application Tool) [Field]

Share latest AFR info with United Way Capital Area? ☐ Yes ☐ No

Agency Information

Agency Legal Name [Field]

Agency (enter only if different than legal name alone and an "Assumed Name Certificate" is provided to HRSD) [Field]

Agency Street Address [Field]

Agency City [Field]

Agency State [Field]

Agency Zip [Field]

Agency Tax ID [Field]

Agency Website [Field]

City of Austin [Field]

Done

Internet 100%

2013 GTOPs Application

Grant Application [Buttons]

Status: **Not Yet Submitted**

[Instructions](#)

[Print Application](#)

[Submit Application](#)

Application Forms

[Show All Forms](#)

[Agency Intake](#)

[Program Application for GTOPs](#)

Application Instructions

The 2013 GTOPs APPLICATION submission must be COMPLETED and CERTIFIED no later than 5pm, CST, December 10, 2012.

This application consists of accurately creating and/or editing an "Agency Intake" form AND completing, uploading supporting attachment files, and certifying a second form entitled, "Program Application for GTOPs."

The first form, entitled "Agency Intake," describes to TARA particular information about your organization, mission, key personnel, organizational services/programs, etcetera.

The second form, entitled "Program Application for GTOPs," is a multi-purpose form, which requires a combination of data-entry and uploading of supporting documentation as file attachments. This second form, "Program Application for GTOPs," should not be started until the "Agency Intake" form is completed and accurate.

- To begin, select "Show All Forms" from the column to your left.
- Select "Edit" to the right of the form entitled, "Agency Intake." Please make sure all fields are current and accurate. Once all updates have been entered, select "Save" (and "OK" on the pop-up window) to return to the previous, "Application Instructions" screen.
- Agency Intake - Must Be Kept Current at All Times**
- Select "Show All Forms" again from the column to your left.
- Select the "Program Application for GTOPs" form from the drop down menu and then select "Create New." You may edit this form as often as you like through 5:00pm CST, December 10, 2012, or upon organizational certification, whichever comes first.
- Do not complete the "Agency Certification of GTOPs Application" section until you are ABSOLUTELY SURE you are ready to do so. Once the "Program Application for GTOPs" form is certified and saved, you may log out of the website.

The organizational contact identified on the form will receive an auto-generated, message receipt from training@ustintexas.gov indicating that your certified application was received. If you did not get this message, either you did not certify or your junk mail settings are set to block the training@ustintexas.gov resource account. If it is the latter, go into your junk email options settings and make sure "Never Block Sender's Domain" is selected so all messages originated from the city of Austin (i.e., firstname.lastname@ustintexas.gov and resource@ustintexas.gov) are added to your safe senders list.

Please be advised that TARA personnel will make contact with you based on their following schedule:

December 10, 2012 - GTOPs Applications Due
January 21, 2013 - Written Responses Due by Applicants
February 15, 2013 - Tentative Goal Presentations
March 13, 2013 - Commission Meeting - Awards Recommendations Presented

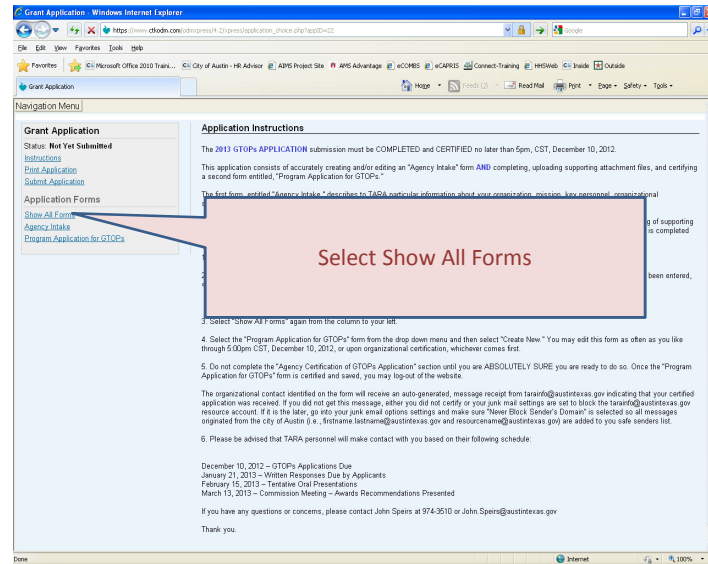
If you have any questions or concerns, please contact John Spears at 974-3510 or John.Spears@ustintexas.gov

Thank you.

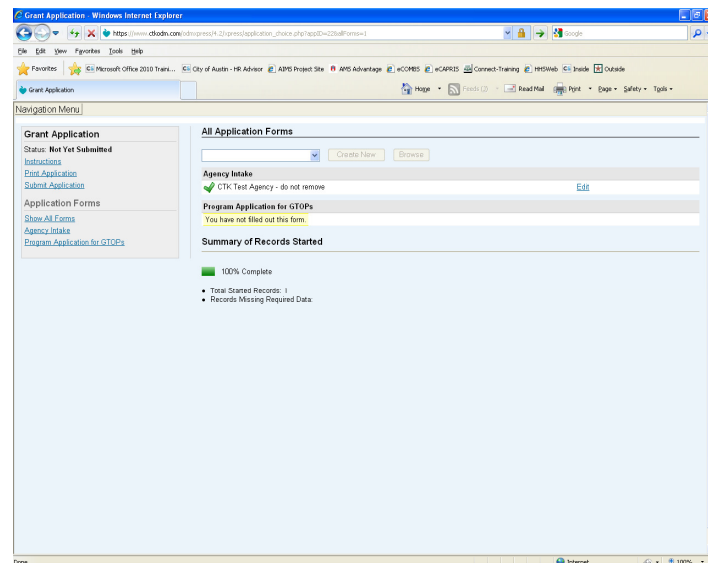
Done

Internet 100%

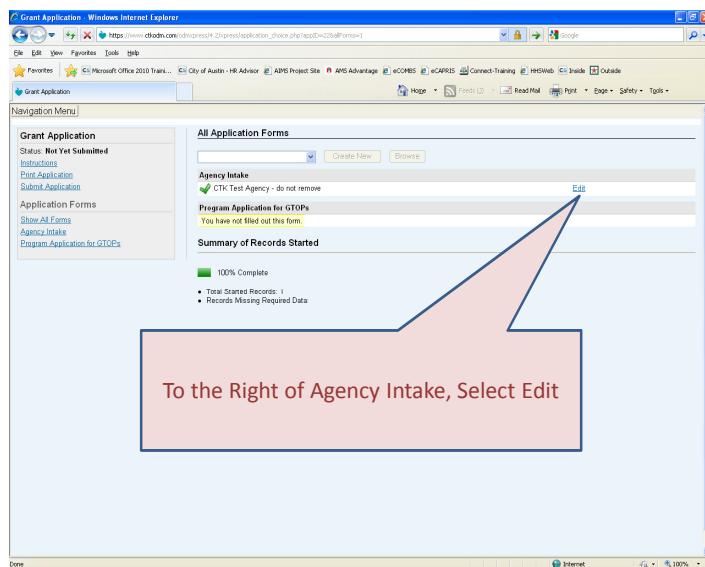
2013 GTOPs Application



2013 GTOPs Application



2013 GTOPs Application



2013 GTOPs Application

The screenshot shows a web browser window titled "Agency Intake" with the URL "https://www.cdohd.com/ctgtop/agency_intake.php?appID=220&form=1". The page has a navigation menu on the left with links like "Agency Intake". The main content area is titled "Agency Intake" and contains two sections: "AFR Submission Status" and "Agency Information".

AFR Submission Status

Username (For Use With Application Tool)	ctk
Password (For Use With Application Tool)	test1234
Share latest AFR info with United Way Capital Area?	<input type="radio"/> Yes <input type="radio"/> No

Agency Information

*Agency Legal Name	CTK Test Agency - do not remove
ALIAS / DBA for Agency (enter only if different than legal name above and an Assumed Name Certificate is provided to HHSO)	ALIAS / DBA for Agency
*Agency Street Address	9442 Capital of Texas Highway North, Suite 200
*Agency City	Austin
*Agency State	TX
*Agency Zip	78758
*Agency Tax ID	74-1111111
Agency Website	Agency Website
City of Austin	Vendor Code

2013 GTOPs Application

Agency Intake

Navigation Menu

Agency Information

*Agency Legal Name: CTX Test Agency - do not remove

ALIAS / DBA for Agency: [Empty]

*Agency Street Address: 9442 Capital of Texas Highway North, Suite 200

*Agency City: Austin

*Agency State: TX

*Agency Zip: 78759

*Agency Tax ID: 74-1111111

Agency Website: [Empty]

City of Austin: [Empty]

Ensure All Fields Are Complete And Accurate, Then Re-Save Form

2013 GTOPs Application

Grant Application

Navigation Menu

Application Instructions

The 2013 GTOPs APPLICATION submission must be COMPLETED and CERTIFIED no later than 5pm, CST, December 10, 2012.

This application consists of accurately creating and/or editing an "Agency Intake" form AND completing, uploading supporting attachment files, and certifying a second form entitled, "Program Application for GTOPs."

The first form, entitled "Agency Intake," describes to TARA particular information about your organization, mission, key personnel, organizational services/programs, etcetera.

The second form, entitled "Program Application for GTOPs," is a multi-purpose form, which requires a combination of data-entry and uploading of supporting documentation as file attachments. This second form, "Program Application for GTOPs," should not be started until the "Agency Intake" form is completed and accurate.

1. To begin, select "Show All Forms" from the column to your left.
2. Select "Edit" to the right of the form entitled, "Agency Intake." Please make sure all fields are current and accurate. Once all updates have been entered, select "Save" (and "OK" on the pop-up window) to return to the previous, "Application Instructions" screen.

Agency Intake - Must Be Kept Current at All Times

3. Select "Show All Forms" again from the column to your left.
4. Select the "Program Application for GTOPs" form from the drop down menu and then select "Create New." You may edit this form as often as you like through 5:00pm CST, December 10, 2012, or upon organizational certification, whichever comes first.
5. Do not complete the "Agency Certification of GTOPs Application" section until you are ABSOLUTELY SURE you are ready to do so. Once the "Program Application for GTOPs" form is certified and saved, you may log out of the website.

The organizational contact identified on the form will receive an auto-generated, message receipt from twain@ustintexas.gov indicating that your certified application was received. If you did not get this message, either you did not certify or your junk mail settings are set to block the twain@ustintexas.gov resource account. If it is the latter, go into your junk mail options settings and make sure "Newer Block Sender's Domain" is selected so all messages originated from the city of Austin (i.e., twain@ustintexas.gov and resources@ustintexas.gov) are added to your safe senders list.

6. Please be advised that TARA personnel will make contact with you based on their following schedule:

December 10, 2012 - GTOPs Applications Due
January 21, 2013 - Written Responses Due by Applicants
February 15, 2013 - Tentative Oral Presentations
March 13, 2013 - Commission Meeting - Awards Recommendations Presented

If you have any questions or concerns, please contact John Speers at 974-3510 or John.Speers@ustintexas.gov

Thank you.

2013 GTOPs Application

Grant Application

Status: Not Yet Submitted

Instructions

Print Application

Submit Application

Application Forms

Show All Forms

Agency Intake

Program Application for GTOPs

Application Instructions

The 2013 GTOPs APPLICATION submission must be COMPLETED and CERTIFIED no later than 5pm, CST, December 10, 2012.

This application consists of accurately creating and/or editing an "Agency Intake" form AND completing, uploading supporting attachment files, and certifying a second form entitled, "Program Application for GTOPs."

The first form, entitled "Agency Intake," describes to TARA particular information about your organization, mission, key personnel, organizational structure, and financial information.

The second form, entitled "Program Application for GTOPs," describes to TARA particular information about your organization's mission, key personnel, organizational structure, and financial information.

1. Select "Show All Forms" again from the column to your left.

2. Select the "Program Application for GTOPs" form from the drop down menu and then select "Create New." You may edit this form as often as you like through 5:00pm CST, December 10, 2012, or upon organizational certification, whichever comes first.

3. Do not complete the "Agency Certification of GTOPs Application" section until you are ABSOLUTELY SURE you are ready to do so. Once the "Program Application for GTOPs" form is certified and saved, you may log-out of the website.

The organizational contact identified on the form will receive an auto-generated, message receipt from taara@tara.net indicating that your certified application was received. If you did not get this message, either you did not certify or your junk mail settings are set to block the taara@tara.net resource account. If it is the latter, go into your junk email options settings and make sure "Never Block Sender's Domain" is selected so all messages originated from the City of Austin (i.e., firstname.lastname@tara.net and resource@tara.net) are added to your safe senders list.

4. Please be advised that TARA personnel will make contact with you based on their following schedule:

December 10, 2012 – GTOPs Applications Due

January 21, 2013 – Written Responses Due by Applicants

February 15, 2013 – Tentative Oral Presentations

March 13, 2013 – Commission Meeting – Awards Recommendations Presented

If you have any questions or concerns, please contact John Speers at 974-3610 or John.Speers@tara.net

Thank you.

2013 GTOPs Application

Grant Application

Status: Not Yet Submitted

Instructions

Print Application

Submit Application

Application Forms

Show All Forms

Agency Intake

Program Application for GTOPs

All Application Forms

Create New Browse

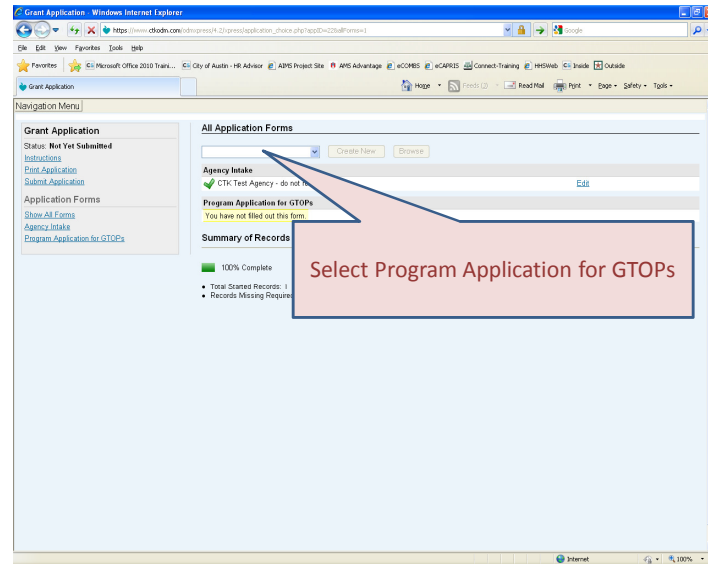
Form Name	Status	Action
Agency Intake	Complete	Edit
Program Application for GTOPs	Not Started	

Summary of Records Started

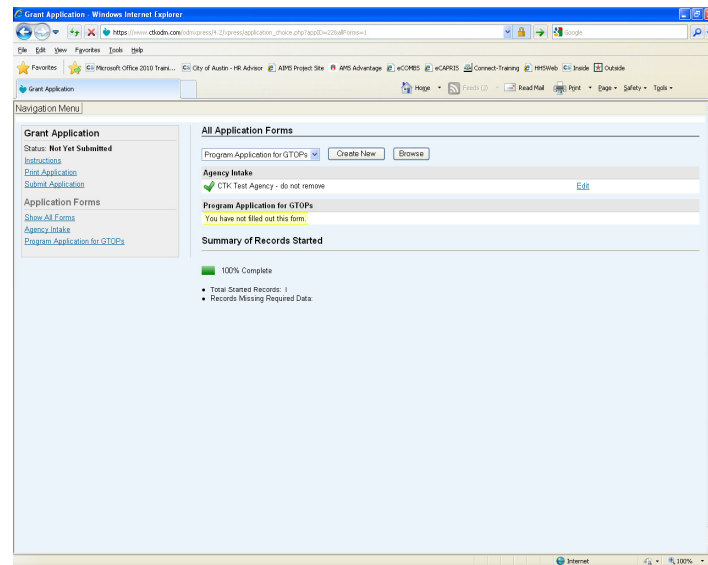
100% Complete

- Total Started Records: 1
- Records Missing Required Data: 0

2013 GTOPs Application



2013 GTOPs Application



2013 GTOPs Application

The screenshot shows the 'Grant Application' web interface. The left navigation menu includes links for 'Status: Not Yet Submitted', 'Instructions', 'Print Application', 'Submit Application', 'Application Forms', 'Show All Forms', 'Agency Intake', and 'Program Application for GTOPs'. The main content area is titled 'All Application Forms' and contains a 'Program Application for GTOPs' section with 'Create New' and 'Browse' buttons. Below this, there is an 'Agency Intake' section with a green checkmark and the text 'CTK Test Agency - do not remove'. A red callout box points to the 'Create New' button with the text 'Select Create New Once Enabled'. The 'Summary of Records' section shows '100% Complete' and 'Total Started Records: 1'.

2013 GTOPs Application

The screenshot shows the 'Program Application for GTOPs' form. The form includes the following fields:

- Agency Legal Name: CTK Test Agency - do not remove
- Agency Website: (empty)
- OTOPs Program Application: (empty)
- OTOPs Application Funding Year: 2013
- Applicant Organization: CTK Test Agency - do not remove
- Organization's Federal Tax ID Number: 24-1111111
- Organization Type: Non Profit 501(c)3
- Contact Person: Allan
- Physical Mailing Address: (empty)
- Mailing Address: (empty)
- Mailing City: Austin
- Mailing State: TX
- Mailing Zip Code: 78701
- Telephone Number: 111-111-1111
- FAX: 252-232-3232
- E-Mail Address: allan.mccracken@austintexas.gov
- Organization or Program Website Address: (empty)

2013 GTOPs Application

Program Application for GTOPs

Agency Legal Name: CTK Test Agency - do not remove

GTOPs Program Application

OTOPs Application Funding Year: 2013

Applicant Organization: CTK Test Agency - do not remove

Organization's Federal Tax ID Number: 74-1111111

Organization Type: Non Profit 501(c)3

Contact Person: Allen

Physical Mailing Address

Mailing Address: Mailing Address

Mailing City: Austin

Mailing State: TX

Mailing Zip Code: 78701

Telephone Number: 111-111-1111

FAX: 232-232-3232

E-Mail Address: allen.mccracken@austintexas.gov

Organization or Program Website Address: Agency Website

Top Section Will Auto-Populate From Previous Form

2013 GTOPs Application

Please describe your program and the community need it addresses. If relevant, describe how this program differs from services already available in the community. Where possible, indicate measurable outcomes that you expect to achieve if the program is successful. Please also identify your clients and where possible include demographic and geographic information.

Attach Program Narrative Support Here

Click to upload - Attach Program Narrative Support Here Delete

Describe how your program supports the mission and goals of GTOPs.

Attach Mission Narrative Support Here

Click to upload - Attach Mission Narrative Support Here Delete

Please describe how your program will have an ongoing and/or lasting impact on the community.

Attach Community Impact Narrative Support Here

Click to upload - Attach Community Impact Narrative Support Here Delete

2013 GTOPs Application

Program Application for GTOPs

Please describe your program and the community need it addresses. Please describe how your program differs from services already available in the community, where you measureable outcomes that you expect to achieve if the program is successful, your clients and where possible include demographic and geographic information.

Identify

Attach Program Narrative Support Here

Click to upload - Attach Program Narrative Support Here

Delete

Describe how your program supports the mission and goals of GTOPs.

Attach Mission Narrative Support Here

Click to upload - Attach Mission Narrative Support Here

Delete

Please describe how your program will have an ongoing and/or lasting impact on the community.

Attach Community Impact Narrative Support Here

Click to upload - Attach Community Impact Narrative Support Here

Delete

Done

Internet

100%

Complete All Descriptive Text Boxes

2013 GTOPs Application

Program Application for GTOPs

Please describe your program and the community need it addresses. Please describe how your program differs from services already available in the community, where you measureable outcomes that you expect to achieve if the program is successful, your clients and where possible include demographic and geographic information.

Identify

Attach Program Narrative Support Here

Click to upload - Attach Program Narrative Support Here

Delete

Describe how your program supports the mission and goals of GTOPs.

Attach Mission Narrative Support Here

Click to upload - Attach Mission Narrative Support Here

Delete

Please describe how your program will have an ongoing and/or lasting impact on the community.

Attach Community Impact Narrative Support Here

Click to upload - Attach Community Impact Narrative Support Here

Delete

Done

Internet

100%

Complete All Descriptive Text Boxes

Upload Supporting Documentation For Each Narrative Box

2013 GTOPs Application

Program Application for GTOPs

geographic boundaries, and accomplishments.

OPTIONAL - anything else a reviewer should know about your proposed program in the form of a brief narrative

OPTIONAL - documentation of community support for the proposed program

Attach Organizational Description Narrative Support Here

Click to upload - Attach Organizational Description Narrative Support Here

RE: Attachments (DO NOT include printed brochures, videotapes, fliers, photographs or other promotional materials. Any such material will be discarded.)

The signatory declares that s/he is the elected or appointed Chair, President, Executive Director or CEO of the applicant organization, assures that a majority of members of the organization's governing board have agreed to undertake this program, and assures that any funds received as a result of the application will be used only for purposes set forth herein.

Agency Certification of GTOPs Application

Full Name of Signatory

Signatory Title

Date of Certification

(End of Application)

[Please Scroll Up and Save Form]

2013 GTOPs Application

Program Application for GTOPs

geographic boundaries, and accomplishments.

OPTIONAL - anything else a reviewer should know about your proposed program in the form of a brief narrative

OPTIONAL - documentation of community support for the proposed program

Attach Organizational Description Narrative Support Here

Click to upload - Attach Organizational Description Narrative Support Here

RE: Attachments (DO NOT include printed brochures, videotapes, fliers, photographs or other promotional materials. Any such material will be discarded.)

The signatory declares that s/he is the elected or appointed Chair, President, Executive Director or CEO of the applicant organization, assures that a majority of members of the organization's governing board have agreed to undertake this program, and assures that any funds received as a result of the application will be used only for purposes set forth herein.

Agency Certification of GTOPs Application

Full Name of Signatory

Signatory Title

Date of Certification

(End of Application)

[Please Scroll Up and Save Form]

Certify Only When You Are Ready To Send To GTOPs

2013 GTOPs Application

Need Assistance?

For GTOPs Program Assistance

Contact John at (512) 974-3510
Through Questions Submission Deadline

For Technical Assistance

Contact Allan at (512) 972-5075